# ***Minutes – Pryor Field Airport Authority (1/14/2025)***

* **Present (Authority, Staff):** Faith Hooper,Nathan Fowler, Roger Minor, John Scherff, Larry Hall, Adam Fox (Airport Director), Matt Thompson (GMC)
* **Present (Guests):** Greg McCormick, Suzanne Johnson, Patrick Bramlett, John Jones, Sam Buchanan, Judith Burleson, Alfred Wright, Laura Santucei, Josh Simpson
* **Mrs. Faith Hooper, Chairwoman, called the meeting to order at 5:00PM**

**Open Session:**

**Mrs. Hooper presented the minutes from the previous meeting to the board for approval. Mr. Fowler motioned. Seconded by Mr. Minor. The vote was carried unanimously.**

**Discussion Items:**

* Mr. Fox presented the airport financials via the Profit and Loss Report and Balance Sheet. The high notes for the month of December were touched on specifically. Total income was $147,452.45. COGS was $58,956.71 and Gross Profit coming out to $88,495.71. Total Expenses were $66,828.33 that resulted in a Net Operating Income of $21,667.41. Other income to note was the Bank Account Interest of $1,281.99, City Appropriations of $7500.00 and $179,579.00 received from a grant awarded from ALDOT. Overall, the Net Income after all expenses and other items totaled to be $199,586.06. Total amount in the bank accounts for the month of December was $976,866.39. Accounts Receivable has a total of $11,204.38 which includes hangar rent that’s due on the 15th of every month. Inventory was $52,444.05 at the end of the month. Total Assets totaled to be $13,864,986.76. Mr. Fox then presented two graphs showing Operating Funds from FY19-FY24 and Revenue from FY19-FY24. The Operating Funds resulted in a 7% increase from FY23 with FY24 being $801,320.39. As for Revenue, FY23 was $2,084,022.34 and FY24 was $2,389,746.26 which is an increase of 15%. Overall, the Operational Expenses from FY23 to FY24 decreased from $888,000.00 to $821,000. **Mr. Fowler motioned to approve the financials. Seconded by Mr. Hall. The vote was carried unanimously.**
* Mr. Fox presented construction projects and recapped the progress. Starting with the NW project, Mr. Fox had a very successful meeting with the contractor to wrap that project up. We are currently waiting to hear back from them on a few “punch list items” for them to leave the job site and take a pay reduction to reflect the things they’ve failed to meet specifications and design. These funds will be applied back to the loan for the project. We’re looking at submitting an application to do another drawdown under the AIG Build Back Better funds from the Biden Administration this spring. As for the SE Taxiway Project, everything is going extremely well and still well ahead of the schedule. The majority of the electrical is completed without having to close the runway. Phase II’s possible grants from ALDOT are tentative and meetings are scheduled to discuss that and possibly an additional grant in the weeks to come. Mr. Scherff expressed his concerns with the cargo sign at the north ramp illuminated and the ramp not being complete with nowhere to turn around. Mr. Fox acknowledged this concern and confirmed he would be in contact with the engineer and the FAA to see how to address that issue. **No vote was motioned.**
* Mr. Fox discusses the consideration regarding Long-Term Ground Leases. First update was on the private hangar located on the north side of the Summer Air hangar. The initial kick-off meeting was in the prior weeks, and they’ve been made aware of specific ‘dos and don’ts’ of building the hangar in that space. They will not break ground until the plans are presented to and approved by the board. Key point Mr. Fox mentioned is the same contracting group that built the Summer Air hangar will be building this hangar as well, so they are already aware of protocol for building at Pryor Field. Pryor Field received a letter in early December from AI stating they are still planning to move forward with their plan, and still committed to their ground lease and the plan that’s been submitted. Strata G has completed the legal process with the lease and hopefully soon we will have a consideration for a long-term ground lease. **No motions were made.**
* Mr. Scherff asked if any board members or employees of the Authority brought their aircraft log books to the board meeting, as he requested them to do. He stated that by not doing so, this helped make his point that no one wants people to look at their logbooks and that all rules made should be fair and equitable to all tenants. Mr. Scherff stated that the proposed rule mentions each aircraft must be airworthy and that no one is qualified to look at such. Mr. Scherff explained that the current rule that pertains to this topic is not enforceable. He proposed a rule that states: “*any rules the authority has, whereas it is not any employee or member of the board to determine airworthiness, whereas it is the goal of the airport board to treat all tenants fairly and equitably in every rule. Further be it resolved the board will make no formal or informal determination on airworthiness*”. **Scherff motioned. Mr. Minor seconded. Mr. Fowler, Mr. Hall, and Mrs. Hooper were opposed. Motion was not carried.**
* Mr. Scherff presented a possible action regarding Uniformed Rules for Everyone but chose not to move forward with this discussion due to the prior motion not passing.
* Mr. Fox presented changes to the existing Rules and Regulations for Pryor Field. He starts out by noting that several of the rules and regulations predate his tenure with the airport and that many of them will likely be presented in the future to be altered or changed. He then read over the existing Rules and Regulations as they read currently regarding ‘airworthiness’, noting that in the past, if these rules were not abided by, ALDOT has been known to refuse grants and funding as a result. Mr. Fox then presented an addition to be considered reading *“Rule16.2. All new leaseholders must have an airworthy, flyable aircraft within ninety (90) days after the execution of the lease. Leaseholders who are building their own experimental aircraft are eligible for a hangar only for final assembly of the aircraft. Experimental aircraft must be in an airworthy, flying condition within one (1) year of signing the lease. Tenants that do not have an airworthy, flying aircraft within the allotted timeframes will be notified to remove all belongings from the hangar facility. After thirty (30) days the items will be removed from the hangar by the Authority at the owner’s risk and cost. Under special circumstances times can be adjusted with written permission from the Airport Director.”* Mr. Scherff brought back up that no one on the board is authorized to determine what deems an aircraft airworthy. Mr. Minor agreed with Mr. Scherff’s point and asked Mr. Fox for an example of ALDOT refusing funds for grants due to not abiding by the Rules and Regulations. Mr. Fox noted the instance he’s aware of wasn’t pertaining to this exact issue, but that it’s still a possibility and doesn’t see there be any reason to risk it happening. Mr. Fox compromised to remove the term “airworthy” in the proposed addition. **Mr. Hall motioned to accept the rule with the amendment of removing the term ‘airworthy’. Mr. Fowler seconded. Mr. Scherff and Mr. Minor were opposed. The motion was carried.**

**Reports:**

* **FBO Report:** Mr. Fox presents the fuel report for December. JetA sales were 16,899.20g coming right out of a month-long closure in November. The annual total YTD was 52,777.43g compared to last year’s total at this time of 65,736.73g. Mr. Fox stated that he feels confident that previous year’s number will still be surpassed. 100LL sales for December were 3,550.19g compared to last year's total of 3,460.96g and last month’s total of 1,757.57g. Annual total YTD was 10,262.76g compared to last year’s total of 13,073.06g. Mr. Fox reported the FBO Operations by the numbers: Fuel revenue was $99,771.50; COGS was 58,561.86 leaving a Gross Profit Margin of 41.30%.
* **Virtower Report:** Total operations were 1,190 for the month of December. Noteworthy operations include 10 operations from Citation XLS, several operations from Citation 10, 1 operation from Challenger 300, several operations from Phenom 100, Falcon 20, Learjet 75 and others.
* **Public Involvement:** Pryor Field participated in multiple events throughout the community that continues to grow the presence of the airport and brings in more business.
* **North Alabama Airfest:** North Alabama Airfest has minor updates. Looking at possible sponsorships for conducting helicopter rides. The contract for the Air Boss, Sound, and Announcer is expected to be signed by the end of January. That will be reported as that’s completed.
* **Airport Developments:** Mr. Fox mentioned a meeting coming up with a new MRO interested in occupying an existing hangar facility and potentially building their own facility in the future. Mr. Fox happily noted that the air stairs had been used since the last board meeting for a 737-freight operation. Discussions and meetings have taken place with Calhoun to discuss the progress and moving forward with the Center of Excellence program. One of our shareholders has shown interest in donating a Stearman that was operating here in the 1940’s to the Airport Authority.

**Public Comment:**

* An attendee asked what the possibility is for the airport building more private hangars would be and how soon that could happen. Mr. Fox explained that unfortunately, right now, the cost of hangar rent for private hangars wouldn’t cover a long-term cost to build new ones. He also noted that he’s open to a ground lease opportunity to be presented that could have private hangars built and leased out independently.

**Adjournment:**

Next Board meeting will be February 11, 2025, at 5:00 PM. **Mr. Fowler motioned for adjournment at 6:10PM. It was seconded by Mr. Hall. The vote was carried unanimously.**